

UNICOI COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES MEETING  
May 23rd, 2023

The Board of Trustees of the Unicoi County Public Library met May 23rd, 2023, at the Unicoi County Public Library in Erwin, TN. Members present were President, Cathy Griffith, Vice President, Jan Bowden, Secretary, Andy Frazier, and Jenna Lafever. Treasurer, Travis Bishop joined via phone. Also present was Sarah Egan from the Holston Regional Library and visitor Juan Villalba. Member Gail Snodgrass was absent.

- I. Call of meeting to order. Ms. Griffith called the meeting to order at 6:02 pm.
- II. Public comment. Mr. Villalba shared his appreciation for UCPL and all that the organization does for the community.
- III. Approval of April 27<sup>th</sup>, 2023 meeting minutes. Upon the motion of Ms. Bowden, seconded by Ms. Lafever the minutes of the April 27<sup>th</sup>, 2023, meeting were unanimously approved as submitted.
- IV. Treasurer's report. Mr. Bishop asked Ms. Griffith to present the report on the April finances. In addition to sharing updated account balances, she noted that some significant recent donations have come in from the United Way and Dollar General. Some of those funds are earmarked for use with Summer Reading Program
  - a. Approval of April 2023 financial report. Upon the motion of Mr. Frazier, seconded by Ms. Bowden, the April financial report was unanimously approved as submitted.
- V. Director's report. No report. Ms. Griffith shared some circulation statistics, noting that UCPL numbers remain high and are about triple the circulation from the same time last year.
- VI. Holston River Regional Library Report. Ms. Egan reported on behalf of the regional library. The accidental archivist program went well. More training opportunities will resume in August. Their office is working on publishing the training plan earlier this year. This year's Trustee Workshop will be on 9/27 at the Jefferson City Library. Among the presenters will be our regional Director, Jen Breuer presenting on succession/emergency planning.

The 2024 Tech Grant application is now open. It awards up to \$20,000 with 50% match. The deadline to apply is July 7<sup>th</sup>. The regional library is also nearly ready to start the professional development collection with new resources for the library staff and board to make use of. The new Board appointment forms will also be ready soon.

- VII. President's Report.

Ms. Griffith shared with the Board that two bills were recently passed in the State of Tennessee related to public meetings. As a result, from this point on, a time for public comment will be offered at the start of each Board meeting. Our public comment policy is available on the website for the public to review before attending meetings and offering

comments. We will also begin posting Board meeting agendas at least 48 hours prior to the meeting for the public to have an opportunity to see what we plan to discuss in advance.

The Strawberry Festival went great with 29 new people at the event signing up for library cards at UCPL. It would be helpful to make a banner with the UCPL logo and tagline to attach to a table or the tent at events like this in the future. Mr. Frazier mentioned that at the Outdoor Festival, there were several people at that event who live in the region but not in Unicoi County that were not aware they may qualify for a library card. Ms. Griffith mentioned that we might want to review the circulation policy and consider increasing the radius of who would qualify for a library card at UCPL.

- VIII. Unicoi County Public Library Foundation report. Ms. Griffith reports that at the most recent meeting, they discussed the new library director. There was also some discussion about buying a new tent for the library to use at events.
- IX. Toney Foundation report. Ms. Griffith reports that funding for this group remains tight. They are waiting on promised money from the United Way and Town of Erwin. They usually get around \$11,000 per year to cover all building maintenance and insurance costs.
- X. Old Business. Mr. Frazier shared some final updates on the Encore project. The installation of new wiring and network equipment went smoothly. Everything seems to be working well and there was even some cost savings due to using less materials than estimated. The total amount saved from the original estimate was \$1,355.30. Ms. Griffith shared where we are on the financial end of things. A check will be sent to Encore soon and we will be eagerly awaiting the E-rate reimbursement funds.

Ms. Griffith shared that our newly hired Director, Morgan Olson, is excited about getting started on June 5th. Ms. Griffith is working on the final details of health insurance for both her and her husband.

- XI. New Business.
  - A. Technology Discussion. Mr. Frazier shared a few technology related things for the Board to consider now that the Encore project is completed. He suggested that it would be a good idea to have the new network equipment on a battery backup device. In the event of a power failure this would protect the equipment from sudden shutdowns which could be harmful and possibly not covered by a warranty. Suggested devices generally cost between \$200-\$300, but Mr. Frazier will further investigate options.

Additionally, during the project Encore installed a cable that would allow us to install a security camera to watch the staff entrance/exit. This is something the Board previously discussed wanting to have to increase safety for staff when they arrive or leave. Some options Mr. Frazier has looked at so far cost around \$100.

Mr. Frazier also briefly mentioned that some staff have been having problems faxing, even before the Encore project. There is also a lot of surplus equipment we may want to sell rather than store. More information will be shared at the next Board meeting.

- B. Board member recommendations. Ms. Griffith shared a recommendation that we suggest Mr. Villalba to fill the Board vacancy left by Mr. Privette if he is willing and able. Mr. Villalba agreed. Several Board members already knew Mr. Villalba and thought he would be a great addition to the Board. Additionally, Ms. Griffith is at the end of her term on the Board but is eligible to serve another term and willing to do so if the Board wishes.
- a. Approval of Mr. Villalba and Ms. Griffith as Board Member recommendations. Upon the motion of Ms. Lafever, seconded by Mr. Frazier, the motion to approve recommending Mr. Villalba and Ms. Griffith as Board members was unanimously approved
- XII. Board comments. Ms. Lafever asked about the upcoming movie night events and if there would be an opportunity for a group like RISE Erwin to help promote or run concessions. Ms. Lafever also shared that Plant Palace may be doing some First Friday events to try to raise money for the UCPL Foundation. Ms. Griffith shared that we may be switching from the READ Squared service we currently use for Summer Reading to a new tool called Beanstack that the staff has requested. There is a cost of \$895 per year, but it is much more user friendly for patrons and staff. She also shared that we are in the process of setting up the Wowbrary service to help send out automated weekly emails to update patrons on new materials we have available. The first email will go out on May 31<sup>st</sup>.
- XIII. Adjournment. Upon the motion of Ms. Lafever, seconded by Mr. Frazier, all agree to adjourn the meeting at 7:07pm. Next meeting will be Thursday, June 22nd, 2023 at 6:00pm at UCPL.

Respectfully submitted,



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Andy Frazier, Secretary